

3. Probation and Discontinuation

- i. Each student working towards the M.A, MBA or MTh degree must maintain a minimum cumulative grade point average of 3.00 throughout his/her programme. He/She must have achieved a final minimum grade point average of 3.00 in order to graduate. This is also true for PGDCD and PGDE.
- ii. A student is placed on academic probation at the conclusion of any semester in which his or her cumulative grade point average falls below 3.00.
- iii. Action will be initiated by the respective Dean's office to help the student on probation to overcome his/her academic problems, and will include a restriction on total course load permitted in any given semester.

4. Special Students

Only persons who are eligible for admission into particular programmes can enroll as special students (ie students taking courses but are not admitted to the programme). *Such students will be enrolled for a maximum of one academic year only. Students who wish to continue beyond this period must apply for admission into the regular programmes.*

5. Student Assessment

- i. Continuous assessment shall be part of each student's evaluation throughout the degree programme. Tests, assignments, term papers, practical work, etc., will be included in the calculation of each student's final mark for a given course.
- ii. In addition to the continuous assessment, a final examination shall be administered at the end of each semester and the marks scored will be added to the continuous assessment in accordance with the special regulations for each major or concentration.
- iii. For each course the student is given a letter grade, which has the following significance:

Marks	Letter Grade	Grade Point	Significance
91 - 100	A	4.0	Superior
81 - 90	A-	3.7	
76 - 80	B+	3.3	
71 - 75	B	3.0	Average
66 - 70	B-	2.7	
61 - 65	C+	2.3	
56 - 60	C	2.0	Below Average
55 & below	F	0.0	
			Fail

- a. A course receiving an F grade must be repeated in order to receive credit.
- b. Students will be allowed to repeat failed courses only twice.
- c. Courses which are required but carry no credit are not used in calculating the grade point average but the grade will be shown on the transcript.
- d. The grade point average (GPA) for a student is obtained by dividing the total number of credits attempted into the total number of grade points obtained. The total grade points is the sum of the product of the course grade point and the course credit hours.

6. Graduation Requirements

Each student will satisfy the requirements specified in the departmental special regulations for his/her degree programme.

7. Class Attendance

It is assumed that students will make the most of the educational opportunities available to them by regularly and punctually attending all class sessions. Students who miss more than 25% of class sessions will receive no credit for the course. *If a student must be absent from classes for a very good reason, he/she must fill absence-from-class forms which are obtained from the office of Admission and Records. These forms must be filled in triplicate and copies filed with the lecturer, the HOD and the Dean.*

8. Auditing of Courses

A student may audit any course in this catalogue, as long as his/her presence as an auditor does not displace someone taking the course for credit. Enrolling for audit permits him/her to attend lectures and to participate in various class activities, but no academic credit is earned for the experience. The instructor may mark assignments submitted by the auditor but is not obligated to do so. For a person to audit a postgraduate course, he/she must satisfy the requirements for admission to postgraduate studies and the special pre-requisites of the course. **No student is allowed to audit required course in his/her programme.**

9. Course Numbering

Only courses carrying a number of 600 or above following the subject prefix (e.g. GRA 611) gain postgraduate credits for the student completing them. For PhD the number is 800.